

## **EVR PAPERWORK SEPARATION**

### **SEND THESE DOCUMENTS TO THE RMV IN YOUR DAILY/WEEKLY BUNDLE**

#### **For New Registrations RT or RX (01 Type Transactions)**

1. Laser Generated, Fee Noted, and Bar-coded RMV-1 form (after vehicle has been registered)
    - **Dealers - Print 3 Copies (1- RMV , 1-Onsite , 1- Insurance)**
    - **Agents - Print 2 Copies ( 1- RMV , 1-Onsite)**
  - Note: Due to the new scanning requirements, photocopies are not acceptable**
  2. Original RMV-1 form with signature(s)
  3. Faxed insurance stamped RMV-1 (**dealers only**)
  4. Certificate of Origin or Title
  5. Letter of Correction (if required)
  6. DRT-1 Form (if required)
  7. Photocopy of Purchase and Sales Agreement (**dealers only**)
  8. Photocopy of Driver's License (**dealers only**)
  9. Proof of FID
    - **Screen print of the NOWN Table**
    - **For new business or changes refer to the FID fax coversheet**
  10. Power of Attorney documentation (if required)
  11. Proof of trade (if required) - such as copy of old Certificate of Registration, Title, or Vehicle Inquiry
  12. Sales Tax Exemption form (if required) (Exempt Organization requires a copy of ST2 Form, MVU24/Gift Form (Agents only), MVU26/Family form, MVU27/Inheritance Form, MVU33/Disabled Form.)
  13. Plate Inquiry (for transfer of plate)
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#### **For Registration Renewals (02 Type Transactions)**

1. Original RMV-2 or RMV-3 form with signatures (**Agents stamp if required**)
2. Faxed insurance stamped RMV1, RMV2, RMV3 (dealers only)
3. Original Plate Inquiry
4. Laser Generated, Fee Noted RMV3

**Note: 02 Batch Header and Transaction Reports must be attached to renewals and placed outside the Batch Folder.**

#### **For Plate Returns (03 Type Transactions)**

**DO NOT** send Plate Return paperwork or Batch/Transaction Reports to the RMV - **These MUST be kept onsite, at the end user's location.**

#### **For Lost Plate Cancellations (04 Type Transactions)**

End users will **NOT** send any Lost Plate paperwork or Batch/Transaction Reports to the RMV- **These MUST be kept onsite, at the end user's location.**

## **RETAIN THESE COPIES ONSITE FOR 90 DAYS**

### For New Registrations

1. Yellow copy of RMV-1 (**Registrant RMV1**)
  2. Photocopy of new Registration Certificate
  3. PRINTED Laser Generated, Fee Noted, Bar Coded RMV-1
  4. Photocopy of Original RMV-1 with signature(s)
  5. Photocopy of faxed insurance stamped RMV-1 (**dealers only**)
  6. Photocopy of front and back of Certificate of Origin or Title
  7. Photocopy of Letter of Correction (**if required**)
  8. Photocopy of DRT-1 form (**if required**)
  9. Photocopy of Purchase and Sales Agreement (**dealers only**)
  10. Photocopy of Driver's License (**dealers only**)
  11. Photocopy of Proof of FID (**if required**)
  12. Photocopy of Power of Attorney Documentation (**if required**)
  13. Photocopy of Proof of trade (**if required**)
  14. Photocopy of Sales tax Exemption (**if required**)
  15. Photo copy of Plate Inquiry (**for transfer of plate**)
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### For Renewals

1. Photocopy of front and back of original RMV-2 or RMV-3
2. Photocopy of faxed RMV1, RMV2, RMV3 (dealers only)
3. Photocopy of Plate Inquiry
4. Photocopy of New Registration
5. Photocopy of Laser Generated Fee Noted RMV3

### Plate Returns – Do not send Transaction Reports to RMV- Keep Onsite at your location

1. Original Universal Registration form
2. Plate Inquiry
3. Photocopy of Plate Return Receipt

### Lost Plate Cancellations – Do not send Transaction Reports to RMV- Keep Onsite at your location

1. Original C-19 form
2. Plate Inquiry
3. Photocopy of Plate Return Receipt
4. Copy of presented Identification (as indicated on the form)